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7 March 1947

TO : Executive for P & A

FROM : Chief, Finance Division, and
Chief, Personnel Division

SUBJECT: Maintenance of Retirement Record Cards,
CSC Form 2808

As a result of a recent survey, it is recommended that effective 15 March 1947, maintenance of Retirement Record Cards and related activities be transferred from the [redacted] Section, Personnel Division to the [redacted] Finance Division for the following reasons:

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1. It would centralize accountability and reconciliation for retirement deductions in the Finance Division, thereby eliminating liaison between offices and providing better supervision and coordination.

2. It would centralize financial records and data of interest to individual employees of the Agency, such as gross pay, taxes, bonds, and retirement.

Your approval with the concurrence of the Adviser for Management will authorize the following actions and/or placement of activities:

1. Only CSC Retirement Record Cards will be transferred to the Finance Division.

2. The Retirement Clerk (CAF-4) position will be transferred to the Finance Division.

3. Personnel Division will originate the Retirement Record Cards, showing thereon required information which does not appear on the copy of personnel action furnished the Finance Division. Thereafter, Finance Division will assume responsibility for recording retirement deductions and service history data.

4. Posting of 1946 calendar year retirement deductions will be accomplished by the Finance Division.

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5. The Annual Retirement Report for the calendar year 1948, and subsequent reports will be prepared by the Finance Division.

6. The Finance Division will assume the responsibility of transmitting the Cards to the Civil Service Commission, when employees are separated from the Agency.

7. The Chief, Section, will be designated to certify retirement accounts.

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8. The Finance Division will handle all future inquiries concerning applications for refund of retirement deductions and the status of individual accounts.

Two additional copies of this memorandum are attached in order that an approved copy may be returned to both the Chief, Personnel Division, and the Chief, Finance Division.

Attachment

Edward N. Saunders
Chief, Finance Division

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Chief, Personnel Division

APPROVED:

Executive for Personnel
and Administration

CONCUR:

Advisor for Management

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NO ATTACHMENT